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This memorandum should be retained by the teacher for future reference.

MEMORANDUM re CHANGES IN CERTIFICATION OF ELEMENTARY-SCHOOL TEACHERS

1. The Minister of Education recently announced the establishment of a new plan for the certification of Ontario elementary-school teachers. The plan is designed to encourage teachers to improve their academic and professional competence through university study and through successful attendance at Departmental summer courses or equivalent Departmental winter courses.

2. The Elementary-School Teacher's Certificate is the basic teaching certificate now issued to Ontario elementary-school teachers. The new plan will replace this certificate, and its predecessor the First Class Certificate, by providing four levels of certificate. Teachers will be granted Elementary-School Teacher's Certificates, Standard 1, Standard 2, Standard 3, or Standard 4, according to their qualifications.

   The Interim Elementary-School Teacher's Certificate, Standard 1 will be the basic certificate replacing the present Interim Elementary-School Teacher's Certificate.

3. The **Standard 2** certificate may be obtained by a teacher who, in addition to holding or being eligible to receive the Standard 1 (or First Class or Elementary-School Teacher's) certificate, has credit in five university subjects beyond the Grade 13 level, for each of which he may substitute successful completion of a five-week Departmental summer session or equivalent Departmental winter session.

4. The **Standard 3** certificate may be obtained by a teacher who, in addition to holding or being eligible to receive the Standard 1 (or First Class or Elementary-School Teacher's) certificate, has credit in ten university subjects beyond the Grade 13 level, for each of which, to a maximum of five, he may substitute successful completion of a five-week Departmental summer session or an equivalent winter session.

   In fairness to experienced teachers who have already pursued a study plan having more professional than academic content, credit in each five-week Departmental summer session or equivalent Departmental winter session obtained prior to September 1, 1963 may be substituted for a university subject, to a maximum of ten.

5. The **Standard 4** certificate may be obtained by a teacher who, in addition to holding or being eligible to receive the Standard 1 (or First Class or Elementary-School Teacher's) certificate, holds a Bachelor of Arts degree from an Ontario university or a degree the Minister deems equivalent thereto for this purpose.

6. It is expected that each holder of the First Class Certificate or of the Elementary-School Teacher's Certificate granted under former regulations will in due course make application for the appropriate new certificate. However, since the two certificates named in this paragraph will continue to have the force of the new Elementary-School Teacher's Certificate, Standard 1, it is not planned to provide for the change to the Standard 1 certificate until applications for the Standards 4, 3, and 2 certificates have been processed in that order. (See Items 8 (b) and (c) below.)

7. It is hoped that the establishment of the four levels of certificate will provide an incentive to elementary-school teachers to improve their qualifications year by year, and that a large proportion of those for whom teaching becomes a career will raise their certificates from level to level, through extramural or intramural study, and will ultimately be successful in obtaining university degrees.

8. **Procedure for changing existing certificates to the new certificates**

   (a) **Standard 4 Certificates**

   A teacher who is eligible to receive an Elementary-School Teacher's Certificate, Standard 4, may apply during the months of *February, March,* and *April* of *1962.*

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It is hoped that the approximately 4,000 certificates of this type may be dealt with during the period mentioned.

Note that Form 636, which may be obtained from the Elementary School Inspectors, is to be used when application is being made. The certificates and university statements involved should be firmly fastened (pinned or stapled) to the application form. The envelope (approximately 9" x 4" if convenient) is to be addressed to the Deputy Minister and should bear on its *face* the word "Certificate" and also the sender's name.

All documents except the certificate being replaced will be returned to the sender.

(b) **Standard 2, Standard 3, and any additional Standard 4 Certificates**

A teacher who is eligible to receive an Elementary-School Teacher's Certificate, Standard 2 or Standard 3, may apply during the months of *November* and *December* of *1962* and *January, February,* and *March* of *1963*.

During the above-mentioned months a teacher who has become eligible for a Standard 4 certificate subsequent to April 30, 1962 may apply for it.

Note that for certificates under this item (b), Form 637, to be available from the Elementary School Inspectors after October 1, 1962, is to be used.

(c) **Dating of the new certificates**

Where the completed application for one of the new certificates is received by the Deputy Minister before December 31 in any year, the certificate will be dated September 1 of that year, except in the case of a requested Permanent certificate for which the requirements have not been met by September 1.

(d) **The Problem of Interim and Permanent Certificates**

An Interim certificate will be replaced by a new Interim certificate; similarly a Permanent certificate will be replaced by a new Permanent certificate.

For the next year or two at least, any attempt to deal with (a) the change-over, and (b) a regular application for a Permanent certificate, in the same operation would likely result in undue complication and delay. Accordingly, teachers are requested to deal with only one of these procedures at a time. It is preferable to apply for a Permanent certificate of the former type (using Form 614(a)) first. If the Departmental staff finds it possible to combine the two operations, it will take the initiative in having this done.

It should be noted that a teacher will be eligible for the appropriate new Permanent certificate, Standard 1, 2, 3, or 4, after two years of successful teaching experience following the issuing of the *first* Interim certificate (Interim First Class Certificate, Interim Elementary-School Teacher's Certificate, Interim Elementary-School Teacher's Certificate, Standard 1, 2, 3, or 4).

Despite progress from one Standard to another, the term of validity of any new Interim certificate will extend for only five years from the date of issuance of the *first* Interim certificate.

F. S. Rivers

Chief Director of Education.

TORONTO, February 15, 1962.